DOCUMENT RESUME

ED 306 783 HE 022 432

AUTHOR Stoner, Mark R.
TITLE Internship Handbook and Policy Statement, 1989.
INSTITUTION Mount Vernon Nazarene Coll., Ohio.
PUB DATE 89
NOTE 45p.
PUB TYPE Guides - Non-Classroom Use (055) --
Legal/Legislative/Regulatory Materials (090) --
Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Evaluation Criteria; Experiential Learning; *Feedback; Higher Education; *Internship Programs; Policy Formation; Questionnaires; Student Evaluation; *Student Experience

ABSTRACT

A handbook detailing the expectations and requirements of the internship program at the Department of Communication at Mount Vernon Nazarene College, Ohio is presented. It offers information on the interrelationships among the sponsoring agency, the department, and the student. Eight sections focus on the following: internship program goals; eligibility requirements; procedures for application; procedures for agency selection; procedures for program initiation and operation; procedures for evaluation; summary of responsibilities (Communication Department, agency, and student responsibilities); and program time-line. Sixteen appendices provide examples of: policy regarding internships; policy regarding field work/practicum; application for acceptance into the internship program; faculty recommendation; professional resume; sample cover letter; midterm internship evaluation: (faculty supervisor feedback, agency supervisor feedback, and student feedback); final internship evaluation (faculty supervisor feedback, agency supervisor feedback, and student intern feedback); internship referral (external reference); internship syllabus; intern/supervisor goal worksheet; and weekly intern report. Contains 5 references. (SM)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED306783

Department of Communication

Mount Vernon Nazarene College

INTERNSHIP HANDBOOK AND POLICY STATEMENT

1989

Dr. Mark Stoner, Department Head

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

MARK R. STONER

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☑ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

HE 022 432

BEST COPY AVAILABLE

Copyright © by

Mark R. Stoner

1989

TABLE OF CONTENTS

Introduction 1

Internship Program Goals 1

Eligibility Requirements 2

Procedures for Application 2

Procedures for Agency Selection 3

Procedures for Program Initiation and Operation 3

Procedures for Evaluation 4

SUMMARY OF RESPONSIBILITIES
Communication Department Responsibilities 6

Agency Responsibilities 6

Student Responsibilities 7

Program Time-line 9

Bibliography 10

APPENDIX A
Policy Regarding Internships (MVNC) 11

APPENDIX B
Policy Regarding Field Work/Practicum (MVNC) 12

APPENDIX C
Application for Acceptance into the Internship Program . . 13

APPENDIX D
Faculty Recommendation 18

APPENDIX E
Professional Resume 20

APPENDIX F
Sample Cover Letter 22

APPENDIX G
Midterm Internship Evaluation: Faculty Supervisor Feedback 23

APPENDIX H
Midterm Internship Evaluation: Agency Supervisor Feedback . 24

APPENDIX I
Midterm Internship Evaluation: Student Feedback 26

APPENDIX J
Final Internship Evaluation: Faculty Supervisor Feedback . 28

APPENDIX K
Final Internship Evaluation: Agency Supervisor Feedback . . 30

APPENDIX L
Final Internship Evaluation: Student Intern Feedback . . . 31

APPENDIX M
Internship Referral (External Reference) 33

APPENDIX N
Internship Syllabus 34

APPENDIX O
Intern/Supervisor Goal Worksheet 36

APPENDIX P
Weekly Intern Report 37

Introduction

The Department of Communication at Mount Vernon Nazarene College believes that internships play a vital role in the preparation of students for a variety of careers in organizational communication, mass media, broadcasting, journalism, theater, public relations, and other related professions. The internship experience should be one that is mutually beneficial to the student, the sponsoring agency, and this department. This handbook details the expectations and requirements of our internship program as well as the interrelationships among the sponsoring agency, the department and the student.

The program outlined herein meets and exceeds the general college guidelines for "Internships" and "Field Work/Practicum" adopted by the faculty, 9-11-1984. (See Appendices A and B.)

Internship Program Goals

1. To provide the student with on-the-job experience which facilitates the application of theory and skills learned in the classroom to work related problems.

2. To provide the student with on-the-job experience which facilitates the acquisition of new understandings, ideas, and skills that cannot be achieved in the classroom.

3. To provide an experience that develops the student's appreciation of professional work standards and practices.

4. To provide an experience which develops the student's leadership and teamwork potential.

5. To provide an opportunity for the student to examine closely the nature and function of communication processes within a professional organization.

Department Goal

6. To facilitate student preparation for professional work in human communication, broadcasting, or drama.

Institutional Goals

7. Continue to develop the ability to listen receptively, think critically, reason clearly, evaluate objectively, and communicate cogently and clearly.

8. Develop appropriate career plans.

Eligiblity Requirements

1. The applicant must be a qualified Senior or second semester Junior.

2. The applicant must be a Communication major; may be in any of the four tracks.

3. The applicant must have substantially completed the core and track requirements; the final decision regarding sufficiency of completion will be the Department Head's.

4. The applicant's grade point average must be at least 2.75 overall.

5. The applicant's grade point average in the major must be at least 3.0.

6. The applicant must attend an Intership Orientation Workshop prior to application and placement.

Procedures for Application

1. Complete application form (Appendix C) and submit a clear photocopy to the Communication Department Head by mid-term, the semester before the desired internship.

2. Secure references from: 1) your faculty advisor, 2) one other faculty member, (See Appendix D) and 3) one from an appropriate off-campus referee (See Appendix M) and submit with your completed application.

3. Develop a professional resume and cover letter for mailing to possible placements. (See Appendices E, F)

4. Schedule a meeting with the Department Head when you submit your application and references. The meeting will focus on:
   a. any issues relevant to your application
   b. your professional objectives
   c. possible placement opportunities
   d. evaluation and revision of resume and cover letter.

Procedures for Agency Selection

The kinds of agencies that may sponsor an internship in Communication are varied. Examples of kinds are:

Mass Media
- Radio Stations
- Television Stations
- Magazines
- Public Relations Firms
- Advertising
- Newspapers

Banks
Research Offices
Industrial Plants
Hospitals
Athletic Teams
Religious Organizations
Government Agencies
Schools
Telephone Companies
Public Utilities
Travel Agencies
Churches
Theater Companies
Private Retail Firms
Law Firms
Political Offices/Parties
Political Campaigns
Social Service Agencies
Public Interest Groups

The primary factors in making a choice of agency are professional and scholastic advantages. Only those agencies having the potential to meet those will be considered for internship placement. This is protect the student, the department, college and future interns. If you know of organization you think is appropriate, contact the Department Head about it for consideration. The selection of an agency should be carefully correlated with the student's area of concentration in communication. Therefore, contacts should be initiated only after careful analysis of the student's academic and professional interests has been completed in consultation with a faculty advisor or supervisor. Also, contact of an agency may not be intitated until the intern has attended an Intern Orientation Workshop and completed a professional resume.

Procedures for Program Initiation and Operation

1. Immediately after acceptance, the student should arrange a meeting with the Communication Department faculty member who will act as "Faculty Supervisor" in order to formalize a syllabus for the course. A copy of the syllabus should be retained by the student, Faculty Supervisor, and one submitted to the Department Head to keep on file. (See Appendix N)

2. The syllabus is intended to provide a structure for the internship. The student and supervisor must establish reasonable and useful specific objectives to be accomplished over the semester and adhere to them as closely as possible.

3. No later than the end of the first week of the semester, the student will submit to the Faculty Supervisor and Department Head, a detailed timetable of hours to be spent in the sponsoring organization signed by the Agency Supervisor.

4. Using the college's semester schedule, the student must distribute mid-term and final evaluation forms to the agency supervisor, and make sure the forms are completed and returned to faculty supervisor. (See Appendices G and H, J and K)

5. At mid-term and final, the student should arrange a meeting with the faculty supervisor. The student should bring his self-evaluation (See Appendices I, L) to the conferences. The evaluations of the faculty supervisor, the agency supervisor and the student will be the focus of the meetings. If necessary, the evaluations may be discussed at the sponsoring agency with Faculty Supervisor, Agency Supervisor and student attending.

Procedures for Evaluation

The internship is a privilege extended to students who have distinguished themselves throughout their tenure in this department; it is considered complementary to traditional academic coursework. Since it is non-traditional, evaluation will be different from that of the classroom. Interns will be evaluated by the agency supervisor and faculty supervisor using the following criteria:

1. Regular, prompt attendance at the worksite as scheduled.
2. Positive attitude toward associates, supervisors, and work manifested by such actions as:
   a. willingness to learn new skills, information, and procedures
   b. willingness to flexibly respond to emergent employer needs
   c. willingness to take direction
   d. willingness to assume responsiblity
   e. willingness to take criticism
   f. ability to work constructively with others.
3. Timely, accurate completion of all work assigned at the work site or by faculty supervisor characterized by:
   a. neat, carefully proof-read submissions that reflect care in preparation
   b. thoughtful, thorough work that demonstrates concern for content quality.

4. Systematic fulfillment of all requirements as specified in this handbook.
5. Meritorious evaluations from Agency Supervisor and Faculty Supervisor.
6. Successful completion of **ONE** of the three projects below chosen in consultation with the agency supervisor and faculty supervisor.

    a. The student will assemble a portfolio containing samples of work completed during the internship. The portfolio could include: articles, correspondence, press releases, scripts, descriptions of interviewing assignments or transcripts of interviews completed, descriptions of or copies of research assignments, or any other relevant activities that constituted a learning activity for the student.

    The contents should be logically arranged in a three-ring binder with a table of contents showing how items are arranged. An introduction should provide an overview of the project highlighting the nature or overall theme of the contents.

    b. The student will keep a detailed daily journal of work activities. The journal must be kept up to date and contain the following information: the date and time of entry; a detailed description of the work work assigned and completed that day; descriptions of any activities essential to the completion of the work assigned; descriptions of any interactions with co-workers or supervisor that are relevant; notes on your personal feelings about the experience; your strengths and weaknesses in relation to the task assigned; reflections on the knowledge or skills you are acquiring through the internship experience.

    c. This project will be specifically tailored to meet needs of the student intern and placement agency when special circumstances or needs arise. This option will be utilized in cases where the entire internship is geared toward the production of one very specific product for the sponsoring agency. Evaluation of that product will be according to current professional standards for such a product.

SUMMARY OF RESPONSIBILITIES

Communication Department Responsibilities

1. The department will **screen applicants for internships** and recommend only those who have demonstrated: academic ability, skill in writing, an ability to work with people, a sense of personal responsibility and discipline, an ability to take criticism, and leadership potential. Interns will be Seniors or second semester Juniors who have substantially completed the course work for the Organizational, Broadcasting or Drama tracks and maintained a 3.0 G.P.A. in the major.

2. The Department will **provide a required Internship Orientation Workshop** before the student contacts any agencies.

3. The faculty member supervising the internship will be the "Faculty Supervisor" and **will maintain regular communication with the intern and the "Agency Supervisor"** (the person in the organization overseeing the intern) throughout the internship period. The Faculty Supervisor will review the intern's weekly reports, meet with the intern at least three times during the experience, and coordinate the evaluation procedure.

4. The Faculty Supervisor will generally be expected to **make an on-site visit** at least once during the term.

The Department will, if necessary, withdraw a student from the program should the student fail to carry out assigned responsibilities or decline to work toward goals established by the student, agency and department.

Agency Responsibilities

1. The importance of the sponsoring agency cannot be underestimated. While the student performs as a member of the organization during the internship, the student is expected to learn more than the performance of the job assigned. In accepting an intern, the agency agrees to **be an active educational resource** for the student, providing both information and support. The student should be given meaningful work and training in a variety of areas that nurtures and expands the student's prior training.

2. The Agency Supervisor of the intern will be asked to meet weekly with the intern to jointly **establish specific goals for the week and review the previous week's activities.** A supply of "Intern/Supervisor Goal Worksheets" will be provided for the supervisor. (See Appendix O) The supervisor will be asked to return the worksheets and an evaluation of the interns work to date to the Faculty Supervisor at mid-term and end of semester. The Agency Supervisor should contact the Faculty Supervisor if any problems arise at any time during the semester.

3. The agency becomes **an evaluator of the student's performance, attitude, and understanding** on the job. A final evaluation of the intern by the agency will be requested. The Faculty Supervisor, using the final agency evaluation, along with the evaluations and evidence accumulated during the semester, will assign a grade for the internship.

4. The agency should **develop a clear job description and set up a specific work schedule for the intern.** The student should be expected to work a minimum of 10 hours per week for the 14 week term (140 hours) or 8 hours per day for 18 days during the January or summer sessions.

We request that agencies do not pay interns. Consistent with that, it is expected that the intern will not be replacing a regular full or part-time employee.

Student Responsibilities

1. **The student must apply for an internship by mid-term the semester before the requested placement.** Applications will be picked up and returned to the Department Head. Students will also submit three recommendations: one from the faculty advisor, one from another faculty member on campus, and one from a referee off-campus. Recommendations must accompany the submission of application. All applications must be current.

2. The student will **interview with the Department Head** and **attend the Internship Orientation Workshop** before interviewing with any organizations. The student must have developed a current resume before interviewing with any agency. If these requirements are not met by the student, permission to intern will not be granted.

3. The intern has responsibilities to both the sponsoring agency and the Communication Department as a credit-earning student. On the job, the intern is expected to perform tasks required by the sponsor at the times and places stipulated. Absenteeism and tardiness will not be tolerated. **The intern is expected to learn and perform job related skills at the level stipulated by the agency.** The student should display energy, and initiative in creatively applying theory to practice.

4. The student will **work a minimum of ten (10) hours per week for the fourteen week semester** (140 hours). For January internships, the student will work eight (8) hours per day for each day of the term (minimum 18 days in the organization for a total of 144 hours).

5. The intern must **make weekly reports** based on goals set in discussion with his or her agency supervisor at their weekly meeting. These reports must be **delivered or mailed to the Faculty Supervisor** at the end of each week. The student intern will also

make a final evaluation of the internship experience at the end of the semester. The **intern must meet with the Faculty Sponsor three times during the semester**: after two weeks on the job; within one week of mid-term; one week before the end of the term. In January internships, the student will meet with the Faculty Sponsor once a week when delivering weekly reports. **It is the student's responsiblity to set up meetings with the Faculty Sponsor.**

The internship can be performed only after approval by the Department of Communication and completion of all prerequisite courses. The internship must be completed during the term for which the student is registered for internship credit.

The internship is a commitment to a particular organization and should be honored. If, however, for some unforeseen circumstance the student must withdraw from the internship, the student MUST FIRST CONTACT THE FACULTY SUPERVISOR AND DEPARTMENT HEAD. Second, the student must talk with the agency supervisor. The agency should be given two weeks notice before withdrawl.

This policy statement emphasizes the importance of responsibility, cooperation and communication among the Department of Communication, the sponsoring agency, and the student intern.

Program Time-line

1. Substantially complete the track requirements by second semester Junior year or first semester of Senior year.

2. Apply for internship by mid-term the semester before the anticipated placement.

3. Attend an Internship Orientation Workshop.

4. Develop a professional resume and cover letter.

5. Secure all necessary references.

6. Schedule a meeting with the Department Head between mid-term end of semester before placement.

7. Find an appropriate Communication Faculty Spervisor.

8. Once accepted, with assistance from the Department, find an appropriate agency for internship.

9. Meet with faculty supervisor to develop a course syllabus before placement begins.

10. By end of first week of internship, submit to Faculty Supervisor a detailed schedule of hours in the sponsoring agency.

11. At end of second week of internship, meet with Faculty Supervisor.

12. Within one week of mid-term, (before, during or after) meet faculty supervisor.

13. During last week of semester, meet with faculty supervisor and submit final project.

Bibliography

Gross, Lynne Schafer. The Internship Experience. Belmont, CA: Wadsworth Publishing Company, 1981.

Martin, Donald R. Handbook for Student Interns. DePaul University, Chicago, Ill., 1986. Mimeograph.

Meussling, Vonne. "Practical Professional Experience in Public Relations: Taking Theory into the Community." Communication Education 35 (July 1986): 290-296.

Policy Statement on Communication Internships. Loyola University, Chicago, Ill., 1986.

Staley, Constance and Pamela Shockley-Zalabak. "Identifying Communication Competencies for the Undergraduate Organizational Communication Series." Communication Education 34 (April 1985): 156-161.

MOUNT VERNON NAZARENE COLLEGE

POLICY REGARDING INTERNSHIPS

1. Internships are special privileges generally available only to seniors.
2. Internships will be permitted only in the area of a student's major.
3. Prior to serving in an internship setting, approval must be obtained in writing from
   (a) the sponsoring department
   (b) the supporting organization, and
   (c) the Assistant Academic Dean's Office.
4. Approvals must be obtained in that specific order, and registration in the course is not official until all required approvals have been obtained.
5. The general guideline is that for each credit hour of internship earned, the student must provide between 30 and 40 hours of service to the supporting organization.
6. In general, internship placements will be in the geographic proximity of the College to permit quality supervision by the faculty member.
7. No intern will be permitted to serve an internship in an organization operated by the intern's family or supervised in the organization by a member of the family.
8. In general, internships will not be permitted on campus.
9. Current employment cannot be considered for internship placement unless additional or alternate responsibilities are given.
10. The necessary applications and contracts will be typed in a professional manner.

PROCEDURE FOR INTERNSHIP PLACEMENT

1. At the time of preregistration, the department will give the prospective intern a specific procedures sheet and guidelines applicable to the student's major department.
2. A minimum of six weeks before the student desires to begin the internship, the student will secure the necessary contract forms from the Assistant Academic Dean's Office and contact the supervising faculty member.
3. The supervising faculty member will make an initial contact with the possible supporting organization.
4. The student and supervising faculty member will draw up the contract for the internship, giving specific details relative to time commitments, duties to be performed, and methods of evaluation.
5. When completed, the contract will be used to secure the department's approval, the approval of the supporting organization, and the Assistant Academic Dean's approval.
6. When all approvals have been received, the contract duly recorded in the Registrar's Office, the Assistant Academic Dean's Office will notify the supervising faculty member in writing.
7. The Assistant Academic Dean's Office will send a copy of the contract to the supporting organization. A copy will be sent to the student by the Registrar's Office.

Adopted by Faculty, 9-11-1984

MOUNT VERNON NAZARENE COLLEGE

12

Appendix B

POLICY REGARDING FIELD WORK/PRACTICUM

1. Field work and practicum placements are an experiential type of learning supplementing traditional textbook and lecture-discussion forms.
2. Field work/practicum contracts will be completed for all such placements that are not a part of the published schedule of courses for that academic term.
3. Prior to serving in a non-scheduled field work/practicum placement, approval must be obtained in writing from
   (a) the sponsoring department
   (b) the supporting organization, and
   (c) the Assistant Academic Dean's Office.
4. Approvals must be obtained in that specific order, and registration in the course is not official until all required approvals have been obtained.
5. The general guideline is that for each credit hour of field work/practicum earned, the student must provide between 30 and 40 hours of service to the supervising organization.
6. In general, field work/practicum placements will be in the geographic proximity of the College to permit quality supervision by the faculty member.
7. Field work/practicum experiences are not permitted in an organization operated by the student's family or supervised in the organization by a member of the family.
8. In general, field work/practicum placements are not permitted on campus.
9. The necessary application and contract will be typed in a professional manner.

PROCEDURE FOR FIELD WORK/PRACTICUM PLACEMENT

1. At the time of preregistration, the student will indicate to the appropriate faculty an interest in securing a field work/practicum placement.
2. A minimum of three weeks before the student desires to begin the field work/practicum, the student will secure the necessary contract forms from the Assistant Academic Dean's Office and contact the supervising faculty member.
3. The supervising faculty member will make an initial contact withthe potential supervising organization.
4. The student and supervising faculty member will draw up the contract for the field work/practicum, giving specific details relative to time commitments, duties to be performed, and methods of evaluation.
5. When completed, the contract will be used to secure the department's approval, the approval of the supporting organization, and the Academic Dean's approval.
6. When all approvals have been received, the contract duly recorded in the Registrar's Office, the Assistant Academic Dean's Office will notify the supervising faculty member in writing.

Appendix C

Application for Acceptance into the Internship Program

Name_____ Age____

Social Security Number_____

Address_____

_____

Home Telephone_____

Work Telephone_____

Year in School_____

Major_____ Minor_____

Grade Point Average in Major_____

Grade Point Average_____

Please list the courses you have completed in Communication.

Course Number	Course Title	Professor	Semester	Grade

(If additional space is needed, please continue on the back of this sheet.)

Please list the courses you have completed in English.

Course Number	Course Title	Professor	Semester	Grade

As a prospective intern, what type of placement interests you most?

Briefly comment on your career objectives. What career area currently interests you the most?

Have you already had an internship? If so, where? What were your responsibilities?

_____

_____

_____

Have you had any nonacademic experience that might qualify you for an internship?

_____

_____

_____

Name of Academic Advisor_____

Name of Communication Faculty who agreed to act as your faculty supervisor for the internship_____

I recommend_____be placed in an academic internship by the Department of Communication, MVNC.

_____

Advisor's Signature Date

If accepted into the Internship Program at MVNC I agree to abide by the guidelines and procedures established by the Department of Communication. If I violate these procedures or guidelines in any way, I will be removed from the Internship Program immediately and I will receive no credit for my participation. In addition, I will receive an evaluation indicating my inability to accomplish the objectives established for the internship.

_____

Applicant's Signature Date

(Return this application to Department Head, Department of Communication, FO 220A.)

Office Use: Internship Application

Application ____Accepted
____Rejected
____Consideration Postponed

Reason for Decision_____

_____

_____

_____

_____

Record of Meetings with Student Dates

Introductory Interview_____

Midterm Evaluation Interview_____

Final Grade_____

_____

Signature of Program Director Date

Appendix D

Faculty Recommendation

_____(Name of Applicant) is applying for an Internship through the Department of Communication Internship Program. This is an opportunity to earn academic credit for a professional experience in the field of communication. Please complete this recommendation and return it to:

Dr. Mark Stoner
Department Head
Department of Communication
Mount Vernon Nazarene College
Mount Vernon, Ohio 43050

Name_____Date_____Phone_____

Please describe your relationship to the student applicant. (Include any courses that the student may have taken with you.)___

_____

_____

_____

_____

*Please evaluate the prospective intern by responding to each of the items listed below:

1 - Poor 2 - Fair 3 - Good 4 - Very Good 5 - Excellent

NB - No basis for judgement

1. The student's overall academic performance is:

   1 2 3 4 5 NB

2. The student's academic performance in the specific area in which he/she is seeking an internship is:

   1 2 3 4 5 NB

3. The student's motivation is:

   1 2 3 4 5 NB

4. The student's ability to assume responsibility is:

   1 2 3 4 5 NB

5. The student's overall potential as an intern is: (consider skills, abilities, interpersonal capacity, attitude, maturity, etc.)

   1 2 3 4 5 NB

6. Do you recommend the student for the type of internship he/she has discussed with you?

   Yes_____ No_____

7. Comments: (If you marked no, please explain your reasons in the space below.)

_____

_____

_____

_____

_____

8. Please assess the student's writing skills.

_____

_____

_____

_____

_____

9. Other comments: (Please feel free to make other general comments about the student and what you feel are his/her strengths and weaknesses in relation to possible internship participation.)

Appendix E

PROFESSIONAL RESUME

Sample employment resume

EMILY C. HENSON

ADDRESS:	208A Clark House - Read Center Indiana University Bloomington, Indiana 47401
PROFESSIONAL GOAL:	To obtain a position in business and industry involving public relations and advertising.
EDUCATION:	B.A. in Public Relations and Organizational Behavior, Indiana University, Bloomington, May, 1980. Diploma of Graduation from North High School, granted June, 1976, in Terre Haute, Indiana with majors in English and speech, minors in history and art.
GEOGRAPHIC PREFERENCES:	Midwest or West; willing to relocate.
SUBJECTS STUDIED IN DEPTH:	Public relations, artistic layout and design, journalism, speech, organizational behavior and development, and advertising.
G.P.A. (On a 4.0 scale):	B.A. degree, overall: 3.2 public relations major: 3.5 organizational behavior major: 3.3
WORK EXPERIENCE:	
Sept. 1980 - Present	Editorial staff of Indiana Daily Student; researched and wrote over 50 news stories and 12 editorials; also assisted in preparation (lay-out and design) of Indiana University Alumni Magazine.

June 1980 - Aug. 1980	Worked as a part-time assistant to the Director of Public Relations, Bloomington office of General Telephone; made speeches, designed brochures, and wrote news releases.
Sept. 1979 - May 1980	Worked part-time to assist the Indiana University Director of Alumni Affairs in designing public relations brochures, making public speeches, and conducting alumni telethons.
June 1979 - Aug. 1979	Staff writer for the Terre Haute Tribune; wrote 15-20 news stories, conducted interviews, and typed.
Sept. 1978 - May 1979	Wrote occasional articles for Indiana Daily Student.
AWARDS AND HONORS:	Dean's List three of four college years; "Outstanding Journalist" for Indiana Daily Student, 1977 and 1980; One of America's Outstanding Young Women, 1979.

OTHER ACTIVITIES:	B.P.W. (1976 to present); Alpha Chi Omega, member (1976-1979) and vice-president (1979-1980); Student Speaker's Bureau (197-1980); Indiana University Student Foundation (1977-1980); tennis team (1976-1980).
PERSONAL INFORMATION:	Single. Born 4/15/59 in Terre Haute, Indiana. Weight 110. Height 5'4". Health: Excellent.
REFERENCES:	Furnished upon request.

Appendix F

SAMPLE COVER LETTER

Sample cover letter

Date

Mr. Phillip Johnson
College Recruitment Director
General Telephone of Indiana
1633 North Meridan Street
Indianapolis, Indiana 46208

Dear Mr. Johnson:

Mr. Jones of the Placement Bureau, Indiana University, has suggested I write you concerning your search for public relations personnel.

As my enclosed resume indicates, I am about to graduate from Indiana University with a double major in public relations and organizational behavior. I am very much interested in pursuing a career in public relations, preferably with a large organization. My past work experiences have taken me into several organizations where I assisted in advertising efforts, worked with the layout and design of company brochures, wrote newspaper articles, and made speeches. This past summer I worked part-time for the Bloomington branch of your organization--particularly with the designing of public relations brochures. I found my experiences with General Telephone to be rewarding, and I am eager to investigate the possibility of full-time public relations employment.

Would it be possible for us to discuss this further in an interview? I am available every afternoon (1:00 to 5:00), Monday through Friday. I may be reached at (812) 337-4697. Thank you for your consideration.

Sincerely,

Emily C. Henson

Sample resume and cover letter appear in: Patricia Hayes Bradley and John E. Baird, Jr., Communication for Business and the Professions, Dubuque, Iowa: William C. Brown Company Publishers, 1980.

Appendix G

Midterm Internship Evaluation: Faculty Supervisor Feedback

Student's Name_____Date_____

Agency_____

Faculty Supervisor_____

Agency Supervisor_____

1. Has the student intern maintained regular contact with the Faculty Supervisor during the internship? Yes No

2. Has the student intern abided by the evaluation criteria and other guidelines established for the internship? Yes No

3. Has the student intern demonstrated a responsible attitude in the administration of the internship? Yes No

4. Have you met or talked with the student intern's supervisor? If so, for what reason? Yes No

5. Have you had sufficient contact with the student during the internship to evaluate his/her progress in the internship? If no, please explain on reverse side. Yes No

6. Is the student making, sufficient progress in the internship? If no, please explain on reverse side. Yes No

7. Are you satisfied with your working relationship with this intern? If no, please explain on reverse side. Yes No

8. Do you think the internship is a good learning experience for this student at this time? Please explain on reverse side. Yes No

9. Any additional Comments:_____

_____

_____

_____

10. Suggested grade at this time: A (exceptional) B (superior) C (satisfactory) D (poor) F (failure)

Appendix H

Midterm Internship Evaluation: Agency Supervisor Feedback

Student's Name_____ Date_____

Agency_____

Agency Supervisor_____

Faculty Supervisor_____

(Furnish any explanations or comments on the reverse side)

1. Is the intern making sufficient progress in the internship? Comments: Yes No

2. Does the student have sufficient knowledge to perform the tasks that are assigned in the agency? Please explain on reverse side. Yes No

3. Have there been any particular problems encountered during the internship? If so, please explain on reverse side. Yes No

4. Have the problems been resolved? If no, please explain on reverse side. Yes No

5. Do you consider this internship mutually beneficial, to the intern and the agency? Yes No

6. Is the student mastering the work assigned in the internship? Please explain on reverse side. Yes No

7. What do you consider the strengths of the Intern?

_____

_____

_____

8. What do you consider the weaknesses of the Intern?

_____

_____

_____

9. Is there a need to schedule a conference with the intern's faculty supervisor to discuss this student intern at this time? Yes No
(Please explain)_____

_____

_____

_____

10. Do you have any recommendations regarding the Departmental Internship Program? We are very interested in the development of our program and your recommendations are appreciated.

_____

_____

_____

_____

_____

_____

_____

11. Suggested Midterm Grade: A (exceptional) B (superior)

C (satisfactory) D (poor) F (failure)

Please mail this form and all Intern/Agency Supervisor Goal Worksheets to date to:

Dr. Mark R. Stoner
Department Head
Department of Communication
Mount Vernon Nazarene College
800 Martinsburg Road
Mount Vernon, Ohio 43050

Appendix I

Midterm Internship Evaluation: Student Feedback

Student's Name_____Date_____

Agency_____

Faculty Supervisor_____

Agency Supervisor_____

1.	Do you like your internship? Why or why not?	Yes	No
2.	Do you feel adequately prepared for your internship? Please explain on reverse side.	Yes	No
3.	Should our communication courses be altered to better prepare students for work in the field of communication? If yes please explain on reverse side.	Yes	No
4.	Are you able to relate your internship to your curriculum in communication? Please explain on reverse side.	Yes	No
5.	Does your internship fulfill your expectations? Please explain on reverse side.	Yes	No
6.	Do you feel that you are successfully fulfilling the requirements of your internship?	Yes	No
7.	Do you feel the lines of communication are open between you and your faculty and agency supervisor?	Yes	No
8.	Is your agency supervisor aware of or actively involved in your internship? Please explain on reverse side.	Yes	No
9.	Is attendance stressed by your agency supervisor?	Yes	No
10.	Is punctuality stressed?	Yes	No
11.	Is your internship structured enough? Please explain on reverse side.	Yes	No
12.	Is your internship overly structured? Please explain on reverse side.	Yes	No
13.	Do you have problems currently because of factors that can be eliminated? If yes, please explain on reverse side.	Yes	No

14. Have you received help with intern-related problems from sources other than your faculty and agency supervisor? If yes, please explain. Yes No

15. Are you learning from your internship? Please explain on reverse side. Yes No

16. Is your internship rewarding? Yes No

17. If you repeated this internship, what would you change? Why?

18. Do you feel that you are mastering the objectives established for the internship? Please explain on reverse side. Yes No

19. Would you recommend your internship to others? Why or why not? Please explain on reverse side. Yes No

20. What do you feel your overall performance is on assignments given to you?_____

_____

_____

_____

_____

_____

21. What do you think of the internship program overall?_____

_____

_____

_____

_____

_____

_____

22. Self evaluation grade at midterm: A (exceptional) B (superior)

C (average) D (poor) F (failure)

23. Please mail or bring this evaluation to your faculty supervisor.

Appendix J

Final Internship Evaluation: Faculty Supervisor Feedback

Student's Name_____ Date_____

Agency_____

Faculty Supervisor_____

Agency Supervisor_____

1. Did the student intern maintain regular contact with the Internship Director during the internship? Yes No

2. Did the student intern abide by the pass/fail criteria and other guidelines established for the internship? Yes No

3. Did the student intern demonstrate a responsible attitude in the administration of the internship? Yes No

4. Have you met or talked with the student intern's supervisor? If so, for what reasons? Yes No

5. Did the student make sufficient progress in the internship? If no, please explain on reverse side. Yes No

6. Please explain briefly on reverse side what you learned about the intern's progress and the internship from your observations.

7. Did you think the internship was a good learning experience for this student at this time? Please explain on reverse side. Yes No

8. What do you consider to be outstanding characteristics of this intern?_____

_____

_____

9. What do you consider to be the intern's weaknesses?_____

_____

_____

10. Do you have any recommendations for the intern's future course of studies?_____

_____

_____

11. Did the student master the objectives established for the internship?_____

_____

_____

_____

_____

12. Additional comments:_____

_____

_____

_____

_____

13. Summarize the student's relevant grades to date.

_____

_____

_____

_____

14. Final Grade: A (exceptional) B (superior)

C (average) D (poor) F (failure)

15. After you have assigned a final grade, please forward it to the registrar. Please send all of the internship materials to the Department Head.

Appendix K

Final Internship Evaluation: Agency Supervisor Feedback

Student's Name_____ Date_____

Agency_____

Agency Supervisor_____

Faculty Supervisor_____

1. Has the intern made sufficient progress in the internship? Please explain on reverse side. Yes No

2. Did the student have sufficient knowledge and skills to do the projects/assignments given to him/her? Please explain on reverse side. Yes No

3. Have there been any problems encountered during the internship since the midterm evaluation? If so, please explain on reverse side. Yes No

4. Have these problems been resolved? If no, please explain on reverse side. Yes No

5. Do you consider this internship mutually beneficial, to the intern and the agency? Please explain on reverse side. Yes No

6. What do you consider the outstanding characteristics of the intern? Please comment. Yes No

7. What do you consider the weaknesses of the intern? Please comment on reverse side. Yes No

8. Do you feel you have had adequate contact with the intern's faculty supervisor? If no, please explain on reverse side. Yes No

9. Do you have any recommendations regarding the Department Internship Program? We are very interested in the development of our program and your recommendations are appreciated!

10. Did the student master the objectives established for the internship? Please explain on reverse side.

11. Suggested final grade: A (exceptional) B (superior) C (average) D (poor) F (failure)

12. Additional comments:_____

_____

13. Please mail this form and remaining goal worksheets to the student's faculty supervisor, Department of Communication, Mount Vernon Nazarene College, Mount Vernon, Ohio 43050.

Appendix L

Final Internship Evaluation: Student Intern Feedback

Student's Name_____ Date_____

Agency_____

Agency Supervisor_____

Faculty Supervisor_____

1. Did you enjoy the internship experience? If yes, what did you enjoy most about it? If no, please explain in detail on reverse side.	Yes	No
2. Was your internship a rewarding experience? Please explain in detail on reverse side.	Yes	No
3. Did your internship fulfill your expectations?	Yes	No
4. Do you feel that you accomplished the objectives designed for the internship? Please explain on the reverse side how and to what degree each objective was met.	Yes	No
5. Did the lines of communication remain open between you and your faculty and agency supervisor? If no, please explain on the source of the difficulty on reverse side.	Yes	No
6. Did your agency supervisor provide information or advice regarding future employment opportunities? If yes, please explain on reverse side.	Yes	No
7. Did you have any problems during your internship that wer not resolved? If so, what were they? Please explain on reverse side.	Yes	No
8. Was your internship structured enough? If not, please explain on reverse side.	Yes	No
9. Was your internship overly structured? If so, please explain on reverse side.	Yes	No
10. Would you recommend this internship to other students? Why or why not?	Yes	No
11. What would you change concerning this internship? Please explain on reverse side.		

12. Do you have any recommendations regarding the Department Internship Program? Your feedback is helpful in the development of the program._____

_____

_____

_____

_____

13. Describe your overall performance in the internship._____

_____

_____

_____

_____

14. How do you think you could have improved your performance in your internship?_____

_____

_____

_____

_____

15. Suggested final grade: A (exceptional) B (superior)

C (average) D (poor) F (failure)

16. Additional comments:_____

_____

_____

_____

_____

_____

17. Please forward this form to the Communication Department Head.

Appendix M

Department of Communication

Internship Referral
(External Reference)

_____ has applied to the Department of Communication for an internship placement. It is important that proper placements are made to ensure the protection of the student and the integrity of the program. We would appreciate your candid responses to the candidates' personal and professional characteristics.

Please rate the candidate on each of the qualities listed below in comparison to others of comparable training and experience.

PROFESSIONAL QUALITIES	NO KNOWLEDGE	OUT-STANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Scholarship					
Leadership					
Growth Potential					
Ability to express ideas					
Ability to work with others					
Responsibility					
Initiative					
Judgment					
Flexibility					
Attitude toward supervision					
Personal appearance					
Manner and poise					

On the back of the sheet, please characterize the candidate as accurately as you can. State how long you have known the candidate and under what circumstances.

Name of Referee_____ Signature_____
(Please type or print)

Title or Position_____Professional Address_____

_____

_____

Date_____ Phone ( )_____

Appendix N

Internship Syllabus

NAME	I.D. NUMBER	CLASSIFICATION	G.P.A.

CAMPUS OR HOME ADDRESS	CITY	STATE	ZIP

PLACE OF INTERNSHIP (full name)	MAILING ADDRESS

TELEPHONE	CITY	STATE	ZIP

During my Internship, I will be residing:
_____Off Campus, _____On Campus, _____At Home

Work to begin (Date) _____ Work to be completed (Date) _____

I. Course Number and Title of Internship:

II. Credit Hours of Internship:

III. What are your academic and personal objectives for the Internship?

IV. What literature, resources, etc., do you plan to use?

V. Outline and describe the nature of your Internship.

VI. What criteria will be used to evaluate the Internship?

APPROVAL: I approve of this student's placement and I am willing to sponsor and evaluate the project.

SUPERVISING FACULTY	DATE
SUPERVISOR AT ORGANIZATION (please print or type)	SIGNATURE
SUPERVISOR'S TITLE	DATE
ASSISTANT ACADEMIC DEAN	DATE

Appendix O

INTERN/SUPERVISOR GOAL WORKSHEET

Weekly goals should be discussed in a meeting between the supervisor and the intern at the end of each week. Goals for the previous week can be evaluated and new goals set for the coming week. Activities and responsibilities of the intern should be planned to meet the specific goals.

WEEK #_____ STARTING DATE_____

SPECIFIC GOALS FOR THIS WEEK:

ACTIVITIES/RESPONSIBILITIES TO MEET THESE GOALS:

WEEK #_____ STARTING DATE_____

SPECIFIC GOALS FOR THIS WEEK:

ACTIVITIES/RESPONSIBILITIES TO MEET THESE GOALS:

<u>This form should be completed by the intern in discussion with the supervisor</u>.

Appendix P

Mount Vernon Nazarene College Communication Department

WEEKLY INTERN REPORT

FOR THE WEEK OF _____ TO _____

YOUR NAME _____ # OF HOURS DURING WEEK ____

YOUR SUPERVISOR _____

ORGANIZATION/DEPARTMENT _____

- -

PRIMARY GOALS FOR THIS WEEK:

WERE THESE GOALS MET? YES NO

HOW WERE THESE GOALS MET (specific activities, responsibilities)?

WHAT WAS THE MOST IMPORTANT THING YOU LEARNED DURING THIS WEEK?

DO YOU FEEL SATISFIED WITH YOUR ACCOMPLISHMENTS DURING THIS WEEK? WHY OR WHY NOT?

IN WHAT WAYS DID YOU RECEIVE INFORMATION, GUIDANCE, FEEDBACK OR SUPPORT FROM YOUR SUPERVISOR DURING THIS WEEK?

WHAT GOALS DO YOU WANT TO ACCOMPLISH DURING NEXT WEEK?

_____

Intern's Signature Date

Deliver completed from <u>each week</u> to the Communication Department Office or mail to Internship Director, Communication Department, Mount Vernon Nazarene college, 800 Martinsburg Road, Mount Vernon, Ohio 43050.